



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

October 12, 2009

Linda Blair Forth, President
Comprehensive Training Systems, Inc
497 11th Street, Ste. 4
Imperial Beach CA 91932

Dear Ms. Blair Forth:

RE: FINAL MONITORING VISIT REPORT for C.T.S., Inc – ET08-0127

Date of the Visit:	6/19/09
Beginning/Ending Time:	1:00 p.m. – 3:00 p.m.
Date of Last Visit:	8/1/08
Visit Location:	Imperial Beach, CA
Persons in attendance:	Linda Blair Forth, President, CTS; Joe Davey, ETP Analyst;
Action Required:	No

CONTRACT INFORMATION

Term of Agreement:	7/16/07-7/15/09	Agreement Amount:	\$583,346
Training Start Date:	7/16/07	No. to Retain:	130
Date Training must be Completed:	4/16/09	Range of Hours:	24 - 200
Type of Trainee:	New Hire	Weighted Ave. Hours:	N/A

There were no action-items resulting from this visit.

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on 9/21/07 and training began on 7/16/07. Your staff reported that all training was completed on 4/16/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 7/15/09. There were no Modifications or Amendments to the Agreement.

• INTERVIEW WITH THE SIGNATORY, Linda Blair Forth, President

Ms. Blair Forth reported that CTS performed better than the previous ETP Agreement and was able to place more Welfare to Work (W2W) trainees (Jobs 3 and 4) than expected. However, she reported that more than half of the W2W trainees did not want to work and left the program after training was completed. She reported that the slow economy contributed to the difficulties in placing trainees in employment. She reported that CTS trained and placed more trainees in the Medical Assistant/Medical Technician occupation (Job 1) due to the expansion of the healthcare industry. Job 2 trainees in Building Maintenance and Manufacturing Skills performed adequately (44.7 % placement rate) given the poor economy. Ms. Blair Forth reported no issues with ETP's online Forms system.

Ms. Blair Forth provided Mr. Davey with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 79 trainees (60.7% percent of planned retentions) for an approximate reimbursement of \$325,125, (55.7 percent of the encumbered amount). To date, CTS has not submitted the closeout invoice. Therefore, please be advised that since the 30-day deadline for the submission of the final invoice has passed, ETP can now administratively closeout your project and disencumber all remaining unearned funds back to the Employment Training Fund. Ms. Blair Forth stated that the closeout invoice will be submitted by 8/15/09.

As of the date of the report, Comprehensive Training Systems, Inc reports show that 74 trainees have completed training and the 90 day retention period (57% of planned retentions). Current records show that CTS has received \$332,260.75 in progress payments, of which \$318,072 has been approved as earned. Mr. Davey reminded Ms. Blair Forth that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement

RETENTION OUTSIDE THE TERM REQUEST:

On 7/14/09 one day before the end of the Agreement's term, you submitted a request to allow 8 trainees to complete a portion of their 90-day retention period outside the end term of the Agreement (7/15/09). In an e-mail on 7/15/09, Mr. Davey confirmed the receipt of your request and stated that further information may be requested and that you would be notified if necessary. Mr. Davey sent the request for additional information to you in an e-mail of 7/20 with an attached MS Word file showing the necessary additional information. As of the date of this report, we have not received the required information. On 10/5/09, I wrote a letter informing you that CTS's request to extend the 90-day retention period for eight trainees beyond the end term date has been denied because we did not receive complete information on each trainee by the deadline of 7/23/09. You were provided with ETP's appeal procedures should you wish to appeal this decision.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job No.	Number to Retain	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Training	Number of Trainees Completed Retention
1	82	113	113	(69)*	44	44
2	22	47	48	(26)*	21	21
3 (W2W)	21	45	45	(39)*	6	6
4 (W2W)	5	6	6	(3)*	3	3
Totals:	130	211	211	137	74	74

* Indicates the number still showing active at the end of the Agreement term. These trainees will be automatically dropped through the normal closeout procedure.

ATTENDANCE ROSTERS:

Mr. Davey reviewed class/lab attendance rosters for two trainees: one each in Jobs 1 and 2. Each of these trainees completed training and are projected to complete the 90-day retention period. He compared the information on the class/lab rosters to ensure that all ETP required information was present and compared the number of training hours reported in the class/lab rosters with the CTS's tracking documents. Mr. Davey also checked to ensure that each trainee had completed at least 80 percent of the total training hours as specified in the Agreement.

Mr. Davey found that all of the required ETP information was included in the records selected for review. The review confirmed that both trainees had completed 100 percent of the required class/lab training hours. You are advised that only a sample of records has been reviewed on this project and it is suggested that CTS conduct a 100 percent review of all class/lab rosters prior to the closeout of this training project.

AUDIT:

Comprehensive Training Systems, Inc will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment

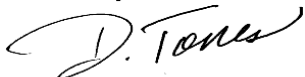
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Joe Davey at (619) 686-1919 or at JDavey@etp.ca.gov, within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager
San Diego Field Office



Joe Davey, Contract Analyst
San Diego Field Office

cc: Kulbir Mayall, Manager, Fiscal and Certification

Master File
Project File

Date report mailed to Contractor October 13, 2009